

Job title	<i>Cost Estimator/Project Controls</i>
Reports to	<i>Damon Oatman</i>

Job purpose

Nisqually Construction Services, LLC is a full-service Construction and Construction Management firm serving the greater Seattle area. Our teams are involved in the most challenging and exciting projects in the area. We are currently hiring a Cost Estimator with experience in Change Order Management to support our construction management contracts in the Seattle area. Experience with change order management and knowledge of the principles of project controls is highly desired. Experience with heavy civil, vertical and transit related projects including light rail construction is desired. Strong communication and writing skills are required.

Duties and responsibilities

- Complete independent cost estimates by having a thorough understanding of the project drawings and specifications.
- Manage multiple cost estimates at one time.
- Have the ability to understand the change management process and provide guidance to the project team related to contractor requests for change, owner directed changes, cost management, project delay claims, and general projects controls principles.
- Manage change order process by tracking all potential change issues and open cost issues including requests from the Contractor and Owner directed changes.
- Review Contractor requests for change order, determine if the request has merit and provide recommendation to project team.
- Review RFI responses to determine if a change order is required.
- Develop scopes of work related to Owner directed changes including providing occasional design change sketches.
- Complete Change Order approval package following Owner guidelines.
- Draft correspondence to the Contractor or Owner related to change management issues.
- Assist with resolution of technical and commercial issues
- Interface with design team and Owner staff to manage all phases of the change management process.
- Interface with Contractor staff to coordinate change management process.
- Attend and participate in weekly progress meetings and change management meetings.
- Prepare agenda for change meeting with Contractor and complete meeting minutes.
- Read, clearly understand and interpret construction drawings.
- Participate in progress payment review as required
- Perform other duties as needed

Qualifications

Qualifications include:

- Minimum of 5 years of experience required.
- Experience as a project controls engineer, change management professional or cost engineer on infrastructure projects.
- BS degree in Civil Engineering or Construction Management.
- Ability to read and interpret construction drawings and specifications.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office including Word, Excel, PowerPoint and SharePoint
- Proficient in Oracle/Primavera Contract Manager
- Position requires candidate be pro-active and personable.

- Ability to learn quickly and assist with applicable tasks.
- Ability to work in a team environment.

Megan Peterson

Human Resources Manager

Medicine Creek Enterprise Corporation

Office: 360-464-2893

Provided for reference only.

Always consult current legislation in your jurisdiction to create policies and procedures for your organization.

HR Council for the Nonprofit Sector

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